**CTE Department Meeting Minutes**

**October 2011**

**2:54 – Meeting Started**

* Tim reiterated the appreciation he likes to give his department.
* Tim turned meeting over to Bill Allee
* Bill continued the discussion about his role
  + Gave a list of the acronyms for classifying students
    - AD, ED, SP, LEP, EC/504, NT, DH
  + Wants feedback from everyone about students on their list that fall into these categories
    - He will follow up with individual teachers and students about days to meet with the students…working them out in a priority based list.
* Sheena discussed the Career Development news.
  + She spoke about clusters/pathways for next year…
    - Students will have to take 3 foundation courses and 1 cluster enhancement course.
    - “\*” indicates a completer course
    - “^” indicates a 3rd party vendor exam
  + She discussed, with the department, all of the different possible clusters/pathways that will be available and/or considered for next year.
  + Encouraged all department areas to investigate their program areas in small breakout sessions.
* Tim reminded CTE staff to let Linda Daye know how many and which types of printer cartridges are needed.
  + Tim discussed the ESL documents we all need to sign and return
    - Required by Wednesday, October 19 at 3 pm
  + New referral forms to be used to lessen burdensome referrals
    - They want feedback about the new form
      * Is it good? Is it bad?
      * Infractions Vs. Immediate referral columns
        + What items should be placed in these two columns
  + Field tests/online testing week of 11/14
    - Heads up about RHS “requesting/asking” to use our CTE computer labs for online tests
  + Fall Final Exam Schedule
    - We (all depts) have been asked to decide on Plan A or Plan B.
    - Then send a representative to “speak up” on our behalf in the faculty council…Tim seems to be the Rep to promote Option A…we all decided this would be the best option.
* Tim discussed reiterating the ASVAB test with your students
  + Turn in your sign up list to Sheena by the EOD on 10/18/11
* Tim discussed upcoming dates – Report Cards, Meetings
* Tim opened the room to discussion of their own accord
  + Coluette forgave us for not attending her training and announced a new training on October 26, 2011 on Glogster.

**4:00 – Meeting Adjourned**